



**Superior Court of California
County of Siskiyou**

P.O. Box 1026 Yreka, CA 96097-1026
(530) 842-8390 Fax (530) 842-8339

Request for Records/Search/Copies

Date: _____

Name, Address & Telephone #: _____

Please provide the following information, so we may process your request:

1. Case Number (if known) _____
2. _____ vs. _____
Full name of each party (at the time the case was initiated/started)
3. The year the case was initiated/started (if known) _____
4. Name the documents you need copied (ex., Complaint, Judgment, Order for Dismissal, Minute order dated on _____, and Plea Waiver.)

5. How do you want the Court to deliver your copies? How do you want to pay for your copies?

☐ Receive by mail (self addressed, stamped envelope attached)

☐ Check or money order enclosed

☐ Pick up copies at 311 4th Street, 2nd floor, Room 206, Yreka, CA

☐ Prepaid request, receipt attached

Possible Fees and Authority Follow Below:

Certifying a copy of paper, record, or proceeding on file	GC 70626(a)(4)	\$ 25.00
Certificate for which fee is not otherwise fixed; includes lis pendens	GC 70626(a)(8)	\$ 25.00
Preparing a copy of any record, proceeding or paper on file (per page)	GC 70627(a)	\$0.50
Comparison of a copy with an original on file (per page)	GC 70627(b)	\$ 1.00
Searching records or files, for each search longer than 10 minutes (if you do not know the case number)	GC 70627(c)	\$15.00
Exemplification of record or other paper on file	GC 70628	\$20.00
Document authenticated pursuant to court order (per signature)	GC 70629	\$15.00
Certified copy of marriage or domestic partnership dissolution record (requested by public agency)	GC 70674	\$10.00
Certified copy of marriage or domestic partnership dissolution record (requested by any other applicant)	GC 70674	\$15.00

If you do not know how many pages your document will be, you may wish to send a check made payable to "Superior Court Siskiyou County" with the dollar amount blank and write on the check at the bottom "not to exceed" whatever amount you estimate your total will be. Otherwise, if you know your case number your fee will be a minimum of \$5.00 and if you do not know your case number your fee will be a minimum of \$15.00. The Court will notify you if there is a balance and your request will be finalized after fees are paid. Most requests will be processed within 10 working days, after we have received your request and proper payment.

To assist you in estimating your total fee, the possible charges, with authorizing code sections, are listed above. In addition, you may go to the Court's web site, www.siskiyou.courts.ca.gov, run a case search on your name, and identify your case number, if your case was started 1995 or later. Double click on the black bar with the case number, to open Case Proceedings and scroll the proceedings. Each proceeding is either a court hearing date, a document filed with the court or a date when an action took place. This will give you an idea of how many documents you might want to request.

If you are requesting documents for a licensing agency or because you have applied to become a U.S. Citizen, it is likely you will need certified copies. Be sure to ask the agency requesting you provide this information exactly what documents are needed and if certification is required. The clerk will not determine what documents are required.

The Court does not provide copies of police reports.

If you have any questions, please call (530) 842-8390